

IMC 2022 Advertising and Exhibitions - Terms and Conditions of Booking

- 1) The International Medieval Congress (“**IMC**”) is organised and administered by the Institute for Medieval Studies, which forms part of the University of Leeds. Reference in these terms and conditions to IMC shall be deemed to include the University of Leeds.
- 2) Advertising, exhibition space and sponsorship at IMC 2022 is reserved by payment in advance. Your reservation is not confirmed until payment has been received in full by IMC. If payment in full is not received by IMC, then we may re-allocate your space to another customer and you will not be included in the Bookfair, virtual event platform, website or programme as applicable. In that case, an administration charge of £50.00 + VAT if applicable (“**Administration Charge**”) will be payable and will be deducted from any refunds of payments already made.
- 3) All cancellations must be made in writing to imc@leeds.ac.uk and are subject to the Administration Charge.
- 4) **Cancellations of reservations** for any IMC 2022 sponsorship, virtual exhibition space, fringe event, branding or other service/product listed in the IMC 2022 Advertising and Exhibitions Brochure (excluding programme advertising) received by 4 April 2022 will secure a refund of 80% of the total paid (less Administration Charge). Cancellations received between 5 April 2022 and 6 May 2022 will secure a refund of 50% of the total paid (less Administration Charge). There will be no refund for cancellations made after 6 May 2022.
- 5) **Cancellations for advertising** in the IMC 2022 Programme received before the artwork deadline for the edition in which the advertisement will first appear will secure a refund of 50% of the total paid (less Administration Charge) (i.e. 1st Edition (01 March) – artwork deadline 18 February, 2nd Edition (01 April) – artwork deadline 22 March 2022, 3rd Edition (01 May) – artwork deadline 22 April 2022). There will be no refund for cancellations made after the relevant artwork deadline or after an advertisement has been featured in an edition of the digital or printed programme.
- 6) **Cancellations for inserts** in the IMC 2022 Registration Packs received by 6 May 2022 will secure a refund of 50% of the total paid (less Administration Charge). There will be no refund for cancellations made after 6 May 2022.
- 7) All bookings must be made online by following the booking link at <https://www.imc.leeds.ac.uk/exhibitors/>. All bookings are subject to the availability of space. You will receive automatic acknowledgement of your booking. The availability of the items booked will then be confirmed by a member of the IMC team. Payment is collected at the time of booking by Visa or Mastercard. Payment by invoice may be arranged on a discretionary basis by request. In the event that the space you have booked is not available, IMC will offer an alternative or full refund.
- 8) IMC reserves the right to change the in-person venue or online platform of IMC 2022 or any part of any event to a reasonably suitable alternative should the need arise. In that event, IMC will endeavour to provide customers with space at the new venue/platform. If IMC is unable to provide space at the new venue/platform, save as described at **clauses 16 and 17** hereafter, any monies paid to IMC for the affected part will be refunded.
- 9) Your booking of exhibition space is an acknowledgement and acceptance of the set-up and opening times of the IMC 2022 Bookfair as advertised in the IMC 2022 Advertising and Exhibitions Brochure and in the IMC 2022 Programme. Exhibitors/booksellers/representatives at the in-person venue must be present and their stands must be fully operational at all times during the published opening times of the IMC 2022 Bookfair. Exhibitors should not pack up prior to closing time on the final day. Contravention of this condition will result in loss of any traditional pitch in the following years.
- 10) IMC takes all reasonable precautions for the security of exhibitors and their property at IMC 2022. However, no liability can be accepted for loss or damage, howsoever caused, to person or property save for death or personal injury caused by IMC negligence. Similarly, IMC will not incur any liability to you if we are unable to provide any of the facilities set out in the IMC 2022 Advertising and Exhibitions Brochure due to circumstances beyond our control including, but not limited to, reduction or failure of power supplies, student demonstration or sit-in, flooding, and accident. IMC will not be liable to you for any costs, claim, loss or damage arising out of any tortious act or omission, breach of contract or breach of statutory duty calculated by reference to loss of profits, income or sales.
- 11) The hiring of any Exhibition Space will be subject to any fire, safety, evacuation, and other regulations or procedure applicable to university buildings, and it will be your responsibility to acquaint yourself with such regulations and procedures.
- 12) All electrical equipment used at IMC 2022 must be maintained in a safe condition. IMC recommends that all equipment is PAT or safety tested annually. We reserve the right to stop the use of any equipment that we deem to be unsafe.
- 13) Booking an electrical socket means that IMC guarantees sole access to a socket located near your exhibition space. Electrical sockets are guaranteed only for exhibitors who have pre-booked them. Sockets are provided by an external contractor and must be booked no later than six weeks prior to IMC 2022.
- 14) All attending representatives of exhibitors must register using the online registration system, whether attending in-person or online. Exhibitor registration is free for all exhibitors and representatives who register by 06 May 2022. Any exhibitor representatives who are not registered by 06 May 2022 will incur an additional late fee of £40.00 per representative. Registration after 15 June 2022 is at the discretion of IMC and will incur an additional Administration Charge. Exhibitors are permitted to attend up to three in-person sessions at IMC 2022; exhibitors who wish to attend more than three sessions must pay a reduced registration fee of £135.00. Exhibitors have full access to the online event platform including all virtual sessions and recordings.

15) All attendees must agree to be bound by the IMC Registration Terms and Conditions and policies including our Dignity and Mutual Respect policies as detailed at <https://www.imc.leeds.ac.uk/register/terms/>. Exhibitors will also be required to agree to the terms and conditions of our virtual event platform provider, Pathable, to access the platform. Pathable's Terms and Conditions can be viewed here: <https://pathable.com/terms-and-conditions/>. A link will be emailed to exhibitors with details of how to access the virtual event platform no later than 01 June 2022.

- a) Where attending in-person in Leeds, all exhibitors must wear exhibitor lanyards. This will provide the necessary access to conference events; failure to do so may result in refused entry.
- b) Where attending online/ using the virtual event platform, exhibitors must use their own log-in credentials to access the IMC 2022 virtual event platform.

16) IMC will not incur any liability to you if we are unable to provide any of the services/facilities/in-person or online platforms due to circumstances beyond our reasonable control including, but not limited to, reduction or failure of power supplies, internet outage/disruption, government advice or restrictions, concerns with regard to the transmission of illness (including but not limited to Covid), student demonstration or sit-in, flooding, and accident. We will not be liable to you for any costs, claim, loss or damage arising out of any tortious act or omission, breach of contract or breach of statutory duty calculated by reference to loss of profits, income or sales.

17) In the event of circumstance(s) described in **clause 16** above, IMC reserves the right to deliver IMC 2022 on a virtual/online basis only or, if this is not reasonably possible, cancel IMC 2022. IMC will provide notice of any such change or cancellation as soon as reasonably practicable, though this may, of necessity, be at short notice.

- a) If notice of change to a virtual/online basis only or cancellation is made by IMC on or before 6 May 2022:
 - (i) where by such notice IMC 2022 will not be delivered in-person, but is scheduled to continue on a virtual/online basis only, IMC will offer a choice of a full refund less the £50 Administration Charge, or a refund of the difference in price between the original booking and an equivalent virtual-only package; and
 - (ii) where by such notice IMC 2022 is cancelled entirely, IMC will refund the full value of the booking less the £50 Administration Charge
- b) If notice of change to a virtual/online basis only or cancellation is made by IMC after 6 May 2022:
 - (i) where by such notice IMC 2022 will not be delivered in-person, but is scheduled to continue on a virtual/online basis only, IMC will offer refund the difference in price between the original booking and an equivalent virtual-only package less the £50 Administration Charge; and
 - (ii) where by such notice IMC 2022 is cancelled entirely, IMC will refund the full value of the booking less the £50 Administration Charge

IMC will not be liable for any losses or costs other than those detailed above.

18) You will indemnify IMC against any costs, claim, loss, or damage IMC may suffer or incur as a result of any alleged copyright infringement or breach of any other intellectual property rights arising out of publication of your copy in the IMC 2022 Programme, Virtual Event Platform, or website or the display or reproduction of any works by you at IMC 2022, on the IMC 2022 Virtual Event Platform, mobile app, and at associated events.

19) Adverts should be sent electronically as high-quality (print resolution) PDF files, minimum resolution 600 dpi (no crop marks or bleed). All clickable hyperlinks for digital display must be embedded in the PDF file. Should this not be possible please contact the IMC as soon as possible. All adverts will be uploaded free of charge on the IMC website as a downloadable PDF file from April 2022 - 1 August 2022.

20) Exhibitors are responsible for populating their virtual Bookfair booth with the relevant and materials. Exhibitors will be given early access to the platform to enable them to do this from 1 June 2022 at the latest.

21) IMC will provide guidance to virtual Bookfair exhibitors regarding the types, dimensions and technical specifications for information, files and graphics that will be required to populate their virtual booth webpage. This will be provided following confirmation of their booking.

22) Completion of the online booking process implies acceptance of these Terms and Conditions and any deadlines listed in the IMC 2022 Advertising and Exhibitions Brochure. These may only be varied with our prior written authority.

23) Data provided by you will be processed in accordance with our Privacy Notice which can be read at <https://www.imc.leeds.ac.uk/policies/privacy/>